

## CHAPTER 1

### INTRODUCTION

#### A. GENERAL

The security and defense of the United States requires a massive expenditure of our natural resources; and the rapid pace of technological advances in military equipment and repair parts will generate even greater resource requirements in the future. Efficient recovery and recycling of this property, after it is no longer usable, is of the utmost importance to recover strategic and critical materials and precious metals needed for manufacture of essential military material and consumer goods and to conserve our natural resources and energy in the production process.

#### B. PURPOSE

The purpose of this handbook is to outline practical, cost-effective methods for the recovery and recycling of scrap (defined as personal property that has been discarded for use and which appears to have no value except for its basic material content). By providing the best available technical guidance to all interested components of the Department of Defense (DoD) on scrap identification and segregation, scrap yard operations and merchandising of scrap, it is intended that this handbook will result in worldwide DoD implementation of proven methods to increase the payback from the DoD Scrap Recycling Program.

#### C. OBJECTIVES

The broad objectives of the DoD Scrap Recycling Program are to:

1. Ensure that no property with utilization or sales value which exceeds the value of its material content is processed as scrap.
2. Optimize procedures for cost-effective recovery, recycling, or sales of scrap including precious metal-bearing materials.
3. Assure processing of scrap is in strict compliance with all applicable safety, health regulations and environmental protection guidelines.

#### D. RESPONSIBILITIES OF DoD ACTIVITIES

1. *General.* The Federal Property and Administrative Services Act of 1949, as amended, assigned to the Administrator of General Services responsibility for the disposition of excess and surplus personal property (including scrap) generated

by Federal agencies in the United States. The Administrator delegated responsibility for disposition of all DoD generations of such property to the Secretary of Defense, who subsequently assigned overall command and management of the Defense Personal Property Utilization and Disposal Program to the Defense Logistics Agency. Specific responsibilities of the DoD activities primarily concerned with scrap recycling are outlined below.

##### *2. Military Services' Responsibilities:*

a. Provide administrative and logistics support to tenanted Defense Property Disposal Regional Offices (DPDRs) and to Defense Property Disposal Offices (DPDOs) and their Off-Site Branches, in consonance with applicable Interservice Support Agreements (ISAS). The U.S. Army Logistics Management Center also provides specialized training support by conducting the Defense Scrap Management Course.

b. Establish and operate the DoD Resource Recovery and Recycling Programs, Deputy Secretary of Defense Memorandum, Sales of Recyclable Materials (10 U.S.C. 2577), 28 Jan 83.

c. Establish Qualifying Recycling Programs at DoD installations including those which operate under the industrial fund.

d. Ensure that those installations and defense agencies with Qualifying Recycling Programs make concerted efforts to divert or recover scrap or waste from the waste streams, as well as efforts to identify, collect, properly segregate, and maintain the integrity of the recyclable materials in order to maintain or enhance the marketability of the materials.

e. Report/turn in all authorized scrap generations to their servicing DPDOs.

f. Prepare disposal turn-in documents, DTID (DD Form 1348-1 DOD Single Line Item Release/Receipt Document,) and accurately identify all scrap listed thereon.

g. Indicate on DTID that DoD Qualifying Recycling Program material is identified as such with funds to be deposited to the Budget Clearing Account \* \*F3875 ——— (xx 17 Navy, 21 Army, 57 Air Force and 97 for DoD Activities). No other account is acceptable.

h. Properly containerize all hazardous property in scrap condition before turn-in. Identify by

labeling containers and annotate DD Form 1348-1 accordingly.

i. Monitor, with DPDO personnel, all property sent to landfills to ensure no economically salable or recyclable property is discarded.

j. Request DPDS provide sales services as needed for recyclable marketable materials generated as a result of resource recovery programs.

### *3. Defense Logistics Agency (DLA)*

#### *Responsibilities:*

a. Coordinate DoD policy guidance (developed by the Assistant Secretary of Defense (Manpower, Installations, and Logistics) or other organizational elements of the Office of the Secretary of Defense) with the Military Services and other DoD components, and with Federal civil agencies, as appropriate.

b. Program, budget, fund, account for, allocate and control personnel spaces and other resources required to support DLA scrap recycling activities.

c. Provide agency level command and control of the Defense Personal Property Utilization and Disposal Program (including scrap recycling and precious metals recovery) worldwide.

### *4. Defense Property Disposal Service (DPDS)*

#### *Responsibilities:*

a. Manage the DoD Scrap Recycling Program (including precious metals recovery) and related financial records.

b. Command and control DPDRs.

c. Implement applicable policies, develop procedures and techniques, and initiate other appropriate actions to ensure cost-effective and environmentally safe implementation of scrap related programs.

d. Comply with DoD guidance on demilitarization of scrap generations.

e. Provide technical guidance to DPDRs regarding equipment procurement and development of facilities required to enhance program effectiveness.

f. Maintain and control the Consolidated DoD Bidders List.

g. Respond to private and public sector inquiries pertaining to the recovery and sale of scrap.

h. Provide sales services and marketing advice to the Military Services on the operation of the DoD Directive 4165.60, Solid Waste Management-Collection Disposal, Resource Recovery Recycling Program.

### *5. Defense Property Disposal Regions (DPDRs)*

#### *Responsibilities:*

a. Supervise and provide administrative and technical support to assigned sales office(s) and DPDOS.

b. Coordinate, develop and implement required ISAs with DoD components.

c. Conduct sales and provide related contracting support.

d. Provide appropriate command guidance and technical assistance to DPDOs.

e. Assist all assigned organizational elements to obtain needed equipment and facilities.

f. Ensure that scrap is handled and stored in strict compliance with applicable safety, health and environmental protection guidelines as well as security procedures.

g. Monitor compliance with DoD guidance on the demilitarization of scrap.

### *6. Defense Property Disposal Offices (DPDOs)*

#### *Responsibilities:*

a. Provide technical assistance to generating activities in the identification, segregation, collection, and storage of scrap at its source and, where feasible, provide containers to the scrap generator.

b. Receive authorized scrap generations.

c. Ensure adequate storage and security for scrap receipts.

d. Dispose of scrap in such a way as to maximize net return to the Government.

e. Perform market research to determine best sales method and optimum lot sizes.

f. Inspect DoD Component landfills to ensure that no salable property or recyclable scrap (including precious metal-bearing scrap) is abandoned.

g. Optimize procedures for recovery of strategic and critical materials (including precious metals) from scrap generations.

h. Ensure that scrap is handled and stored in strict compliance with applicable safety, health and environmental protection guidelines as well as security procedures.

i. Comply with DoD guidance on demilitarization of scrap.

*7. Defense Property Disposal Precious Metals Recovery Program:* As operational manager for recovery aspects of the Precious Metals Recovery Program (PMRP), DPDS provides recovery equipment to generating activities on a nonreimbursable basis, issues disposition instructions for the movement of precious metal-bearing materials to collection/recovery sites, and performs contracting and contracting support functions regarding the

recovery of precious metals by commercial refiners.

As secondary level field activities reporting to DPDS, the DPDRs, through assigned Precious Metals Area Representatives (PMARs) provide technical support to DoD and participating Federal civil agency generating activities and DPDOS and assist them in improving the cost effectiveness of the PMRP.

8. *Defense Industrial Supply Center (DISC) Responsibilities:* As integrated DoD manager for fine precious metals, DISC is responsible for storage and issue of refined precious metals recovered through the PMRP. Costs incurred by DPDS are

totally reimbursed by DISC from Defense Stock Fund.

9. *Defense Contract Administration Services (DCAS) Responsibility:* DCAS and its subordinate Defense Contract Administration Services Regions (DCASRs), Defense Contract Administration Services Management Areas (DCASMAAs), and Defense Contract Administration Services Plant Representative Offices (DCASPROs) under the direction of the Director, DLA, administer assigned contracts, including those which require contractors to dispose of scrap generated from work specified in their contracts.